Public Documents HIGHLIGHTS

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Inspection Program Gets Under Way

Inspections of depository libraries have begun in earnest under the auspices of the Superintendent of Documents. Two professional librarians acting as his representatives were hired to inspect and evaluate the approximately 1,150 Federal depository libraries in the United States. Since the inspectors assumed their duties in November, 52 libraries have been visited.

The inspectors hope to visit each library once every 2 to 5 years. The library will not be notified in advance of the upcoming inspection, so that the depository can be evaluated during its normal course of operations. State Libraries and Regional Depositories will be advised, however, of the inspections planned in their State, should they wish to accompany the inspectors.

The inspector determines through questions and observations to what extent the depository fulfills the obligations of the Depository Library Program as specified in Title 44 of the U.S. Code. In general, these responsibilities are defined in broad terms with the specific practices involved left to the discretion of the library. For example, the law requires that Government publications be accessible at all times to library patrons. As long as this guideline is met, the collection can be arranged in "closed" or "open" stacks and be designated as circulating or reference material. These decisions should be made based on the needs and functions of the individual library.

Where organizational and administrative problems are evident, the inspector works with the depository librarian to reach a solution. Should compliance with the law be severely under par, the Superintendent of Documents sends a letter to the depository

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Superintendent's Log

Mr. William J. Barrett has been appointed Deputy Assistant Public Printer (Superintendent of Documents) according to a recent staff announcement.

He has served in the office of the Superintendent of Documents since September 1973. His prior Government Printing Office employment began in 1971 as Administrative Officer.

Mr. Barrett came to the Government Printing Office from the Department of the Navy where he served as acting Administrative Officer and Staff Assistant to Secretary of the Navy and Under Secretary of the Navy.

Mr. Barrett frequently addresses Public Documents workshops representing the Superintendent of Documents.

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Public Documents Library News Notes

Employees responsible for the cataloging in the Monthly Catalog have recently begun to work on two-person teams, with each team responsible for cataloging the publications of specific agencies to which they have been assigned. Each member catalogs publications and revises the work of the other team member.

It is hoped that this procedure will help improve the quality of cataloging and indexing in the Monthly Catalog. Each cataloger will become acquainted in depth with the publications of a particular agency and in the role of cataloger and reviser will be able to achieve more consistency in the Catalog text and index entries. In addition, familiarity with specific subject areas will aid the cataloger in creating more relevant and concise subject headings. Also, since the cataloger and reviser will work together continuously on the same material, they will both have the same background with which to arrive at mutually acceptable solutions to problems that may arise.

The efficiency of the Monthly Catalog preparation should also improve under the new system. Should any problems or inquiries arise about a publication, it will be much easier to track down the title as it travels through the system, since it is known exactly who handled it.

A unit is being staffed to classify all publications received in the library. The motivation for organizing this unit that is solely responsible for classification is similar to the reasons discussed above in connection with the cataloging teams. It is hoped that the employees will provide more accurate classification numbers since they will be more thoroughly familiar with the classification scheme and the publications.

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Mrs. Jennie B. Cross, Documents Librarian and Assistant Professor at Oakland University in Rochester, Michigan, has been hired by the Government Printing Office, and is working in the Library and Statutory Distribution Service for approximately 6 months. In her first assignment, she will be Acting Manager of the Cataloging and Classification Branch. Mrs. Cross will occupy this position until it has been filled by a permanent employee.

In this position, Mrs. Cross should prove to be a mutual benefit to both the Public Documents Library and the Depository Library Program. Her knowledge and expertise of Government documents and their administration will be a tremendous aid in helping solve problems in the Library. At the same time, by learning from her about the needs and problems of depository libraries, the Service will be able to improve its service to all depository librarians.

NEED A COPY?

In order to properly administer the Depository Library Program, each library needs a copy of Instructions to Depository Libraries. This outlines the functions and responsibilities of the depository libraries as set forth in Title 44 of the U.S. Code. All personnel involved in depository work should become familiar with the instructions and be made aware of their importance.

In addition, those libraries using the Superintendent of Documents Classification System should have a copy of An Explanation of the Superintendent of Documents Classification System. This will help in classifying publications when necessary and in understanding those numbers assigned by the Public Documents Library.

If you do not have copies of these publications, please send your request to: Library Division (SLL), Government Printing Office, Washington, D.C. 20402.

IMPORTANT MAIL REMINDERS

In the future, when addressing *any* mail to the Library do not use P.O. Box 1533, Washington, D.C. 20013. This P.O. Box is being given up by the Superintendent of Documents. Send all correspondence to Libary Division (SLL), Government Printing Office, Washington, D.C. 20402.

Each depository library is assigned an identification number for administrative purposes. Mail so numbered will be routed to the Depository Section and should be used only on correspondence concerning depository matters, not on non-depository correspondence such as sales requests and deposit account orders or inquiries.

Do not use claim forms for any other purpose than claiming depository publications selected but not received. When other inquiries are included they are apt to be overlooked since different employees handle different types of problems. Non-claim questions should be listed on a separate sheet with your library number and address.

Inspection Program

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following the inspection reminding the librarian of the legal obligations and the necessity of correcting the specific deficiencies. Another inspection is made after 6 months to determine whether these steps have been taken and whether the library in question should retain its depository status.

The inspection also provides the individual libraries with an opportunity to discuss any matter of concern to them; for example, desire to give up depository status, specific complaints about the programs and suggestions for improvement, informational questions about the Monthly Catalog and depository shipments. In this way the inspection procedure is educational as well as critical and allows time for self-improvement as well as assessment.

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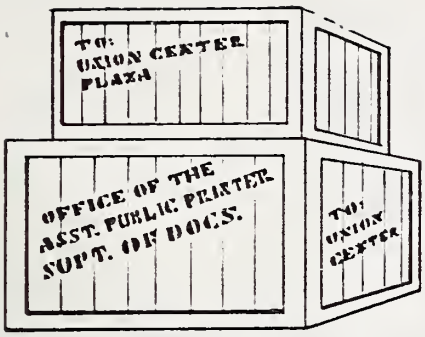

Documents On The Move

The Assistant Public Printer (Superintendent of Documents) and his Documents Sales and Documents Support Services, except the Order Processing, Warehouse, and Receipts and Accounts Divisions have relocated to new office space in the Union Center Plaza on North Capitol Street, about 1½ blocks from the main Government Printing Office. The Order Processing and Receipts and Accounts Divisions are still located in the Main Office. The Warehouse Division is located in Laurel, Maryland and Alexandria, Virginia.

This move was designed to increase space, improve work efficiency and boost employee morale. The mailing address for the Assistant Public Printer (Superintendent of Documents) and his organization remain the same but telephone numbers have changed. Listed below are the current telephone numbers for officials and various operating elements:

Assistant Public Printer (Superintendent of Documents) Mr. W. H. Lewis—(202) 376–2350

Deputy Assistant Public Printer (Superintendent of Documents) Mr. William J. Barrett—(202) 376–2347

Director, Documents Sales Service Mr. Earl G. Clement—(202) 376–2287

Director, Documents Support Service Mr. C. W. Ziegler—(202) 376–2252

For information concerning the availability and prices of Government publications, call our Order Desk, (202) 783–3238. If you have a problem on a paid order, which was placed with this Office, call our Service Section, (202) 376–2081.

Obtaining Publications For Depository Library Distribution

Depository libraries choose the classes of publications they will receive through the Depository Library Program from the Classified List of United States Government Publications. According to Title 44 of the United States Code, all publications issued by Government agencies or departments are to be sent to the depository libraries with the exclusion of classified material, administrative material which is intended only for the use of the issuing agency, and cooperative publications which must be sold in order to be self-sustaining.

The individual publications in each class are printed either by the issuing agency or the Government Printing Office. To insure that the publications printed by the issuing agency will be sent to depositories, Circular Letter 110 was sent to all Federal agencies in July 1974 reminding them of their legal responsibilities for furnishing the Superintendent of Documents copies of publications for distribution to depository libraries. The extent to which the agencies comply with this law determines what publications a library will receive in a certain class. Frequently, librarians ask why their library receives only a portion of a particular series through the Depository Program. As indicated earlier, the agency must furnish the Superintendent of Documents with copies of the publications they print in order to make the complete series available to depositories.

When GPO is responsible for printing publications, certain procedures are followed to insure that the documents will be sent to depositories. The Government Printing Office and the GPO Regional Printing Procurement Offices throughout the country furnish the Public Documents Library with information they have received from the issuing agency with regard to a particular title being printed either at GPO or one of its contractors. The information includes such things as issuing agency and bureau, title, series, publication number, and sales recommendation. A jacket number (work order control number) is also assigned.

The Library Division decides how many copies of a particular publication are needed for depository distribution. To do this, a tentative classification number is assigned to the publication after asking such questions as the following: What issuing office will appear on the publication? Is it a series? Is it a handbook, manual, guide, bibliography, or address? Is it a revised edition of a publication distributed previously? The item number (essentially the mailing list number) is determined from the classification number. Naturally, the more definitive information obtained, the more nearly accurate the advance classification and item numbers will be.

When notification is received regarding a publication that is part of a series or class which has never been distributed to depositories, the publication is "surveyed." Enough copies are ordered to supply each library with a sample copy which is sent along with the item cards identifying the newly established item number in order to help the librarian in determining the usefulness of this series of publications in his or her library. From the response to these surveys, the number of copies needed for depository distribution of future issues in the series is determined.

At the same time depository copies are ordered printed for distribution in the United States and its territories, additional copies are ordered for distribution to libraries in foreign countries. The International Exchange Service, Smithsonian Institution, is responsible for sending to foreign depositories, copies of the same publications which the Superintendent of Documents distributes in this country.

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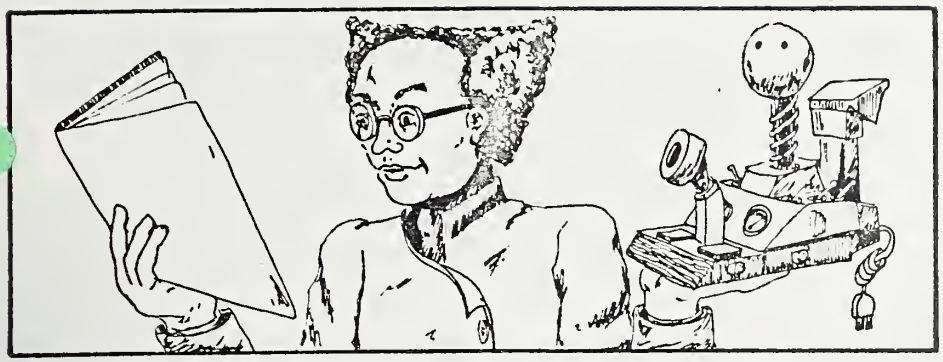

LIBRARIAN'S EXCHANGE

The Documents Division of the Tampa-Hillsborough Public Library System has compiled a short guide aimed at aiding prospective inventors who wish to conduct a do-it-yourself patent search. Entitled Use of Patent Materials, the guide lists publications of the U.S. Patent Office (available for selection by depository libraries) which are needed to conduct the search and explains how they are used. Copies are available to other Documents Librarians on request. Address your inquiry to: Tampa-Hillsborough County Public Library System, Government Documents, 900 North Ashley Street, Tampa, Florida 33602.

Questions and Answers

Q. I address my questions concerning depository operations and the Monthly Catalog to the Superintendent of Documents. Why does it take considerable time to receive a reply?

A. Mail that is intended for the Library addressed to the Superintendent of Documents must go through various channels before it is routed to its proper destination. If you have any depository or Catalog questions, please address them directly to: Library Division (SLL), Government Printing Office, Washington, D.C. 20402.

Q. Why have fewer LC card numbers been listed in the Monthly Catalog in recent months?

A. As in the past, LC is continuing to catalog Government Documents. Fewer LC card numbers have been listed in the Monthly Catalog, however, because procedural changes stemming from the automation of the Catalog have prevented us from having all the card numbers available from LC at the time the Catalog is printed. We are working on ways to clear up this delay and have the numbers ready at the proper time.

Q. Do you have any plans to publish a list of the subject headings used in the Monthly Catalog index?

A. At the present time, the subject headings file in the Library contains 20,000 subject headings and cross references. This file is constantly being revised with subject headings added and deleted on an ongoing basis. To facilitate the revisions and corrections each heading is arranged on a 2 x 3 file card. Any published subject headings list would therefore be difficult to prepare and would be out of date almost as soon as it is printed. In the future, if the file is computerized, it will be easier to issue more up to date editions of the file.

Q. Is it possible to visit the Library in its new headquarters in Virginia?

A. Yes, we welcome depository librarians who wish to inspect our operations. Please call us ahead of time to let us know you are coming. Our telephone number is: (703) 557–2145. Our street address is 5236 Eisenhower Avenue, Alexandria, Virginia.

Q. Why can't a depository library order publications through a regional bookstore when a publication is not stocked there?

A. The GPO regional bookstores are not staffed or equipped to process orders for subscriptions for all 25,000 sales publications, or to conduct a mail order business. They stock only about 2,000 titles. Their primary mission is to sell these 2,000 titles over the counter. Secondarily they assist the public by furnishing information and order blanks for customers to send directly to the Superintendent of Documents in Washington, D.C. where there are facilities for handling subscriptions, mail orders, and the full range of sales documents.

HIGHLIGHTS

"Public Documents Highlights" is circulated bi-monthly by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. "Public Documents Highlights" is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation may be submitted to the Editor, Public Documents Highlights, Library and Statutory Distribution Service (SLL), Government Printing Office, Washington, D.C. 20402. The Superintendent of Documents, however, retains the right to accept such materials, to edit it, and to assign priorities of circulation.